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MANAGEMENT BULLETIN #022

TO: Owners/Agents of IFA Section 8 Properties

FROM: Roger Brown, Director, Section 8 Contract Administration

DATE: 4 August 2006

SUBJECT: EIV (Enterprise Income Verification) System for Multifamily Housing Program Users

Currently, HUD makes income verification from Social Security and Supplemental Security Income benefit information available to owners/agents through TASS (Tenant Assessment Subsystem). This will change effective September 22, 2006. In the meantime, TASS will be in a transitional status. **Effective September 25, 2006**, it is intended that the EIV will be made available to owners/agents. EIV will include such data as new hires (W-4), wage, and unemployment insurance claim information, in addition to the SS/SSI benefit information.

EIV displays wage and benefit information from:

Social Security Administration (SSA)

- Monthly SS and SSI benefits

Department of Health & Human Services National Directory of New Hires database

- Monthly employer new hires (W-4) information
- Quarterly wages for federal and non-federal employees
- Quarterly unemployment compensation

The purpose of HUD's EIV system is make integrated income data available from one source, via the internet, for owners/agents, PHAs, and state agencies acting as Contract Administrators (CAs) to use to improve income verification during mandatory tenant certifications and recertifications.

It is HUD's expectation that the EIV system will be instrumental in reducing income and rent determination errors and improper payments due to unreported and underreported family household income. Owners/agents are expected to use the data in EIV when available to help HUD reduce errors in subsidy payments.

Effective July 17, 2006, the instructions for accessing the EIV system became available. The Headquarters (HQ) Multifamily EIV Team has been temporarily set up to assign access authorization rights to EIV Coordinators. If you are applying for the EIV Coordinator rights, you must complete the Coordinator Access Authorization form. If you are applying for EIV User access authorization rights, you must complete the User Access Authorization form.

Attached to this Bulletin is a copy of the following:

- 1) Owner / Agent EIV implementation notice
- 2) EIV Instruction document
- 3) Coordinator Access Authorization Form
- 4) User Access Authorization Form.

EIV information, along with the Coordinator Access Authorization form and the EIV User Assess form is available on the HUD website located at <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm> and also may be found on the IFA website located at http://www.ifahome.com/partner_section8_mgmtBulletins.asp.

Please contact your IFA Asset Specialist or your HUD Project Manager with any questions relating to this notice.



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-
FEDERAL HOUSING COMMISSIONER

JUL 24 2006

Dear Owners and Management Agents:

The Office of Housing is pleased to inform you that, as of July 17, 2006, you may obtain access authorization rights to the Enterprise Income Verification (EIV) system. Complete instructions as well as other pertinent information can be found on the Office of Housing's new Enterprise Income Verification (EIV) System for Multifamily Housing Program Users website at: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>

We encourage you to gain access authorization rights as soon as possible and incorporate the use of the EIV system into your day-to-day operations. The Department considers the EIV system an integral component in the Rental Housing Integrity Improvement Project (RHIIP) initiative to reduce errors and improper payments in the administration of its public and assisted housing programs. The full implementation of the EIV system will increase the accuracy of rent and income determinations, thereby better ensuring that the right benefits go to the right persons.

Through the secure web-based EIV system, you may obtain social security (SS) and supplemental security income (SSI) benefit information to help verify tenant-reported income that heretofore had only been available through the Tenant Assessment Subsystem (TASS). TASS is scheduled to be eliminated on September 22, 2006. If you have been using TASS for income verification you must get access authorization rights to EIV before September 22, 2006; otherwise, after that date, you will be able to obtain SS and SSI information only through EIV. It is also expected that you will eventually be able to obtain the Department of Health and Human Services' (HHS') National Directory of New Hires (NDNH) data through EIV, which will provide family new hire, wage, and unemployment insurance benefit data.

EIV data, including SS, SSI, new hires, wage, and unemployment compensation information must only be used for income verification for existing tenants and must not be disclosed in any way that would violate the privacy of the individuals represented in the system. Therefore, it is imperative that you continue to implement measures for safeguarding sensitive tenant information.

We hope that you share our excitement about this new system for multifamily housing program users, as we are committed to sharing information efficiently and expeditiously.

Sincerely,

Willie Spearmon
Director
Office of Housing Assistance and
Grant Administration

Instructions for Accessing EIV System Data for Multifamily Housing Programs



Section I. Accessing the Enterprise Income Verification (EIV) System

In order to access the EIV system, you must have a Web Access Subsystem (WASS) User ID: HUD ID (H-ID), Contractor ID (C-ID), or External User ID (M-ID). See **Section II. Obtaining a Web Access Subsystem User ID** for instructions. HUD will validate the WASS ID and review your application for access to EIV data to ensure you have the authority to view sensitive tenant income data. If you are applying for EIV Coordinator access authorization rights, you must complete the *Coordinator Access Authorization Form*. If you are applying for EIV User access authorization rights, you must complete the *User Access Authorization Form*. HUD approves access to the EIV system based upon review of these forms. Both forms include Rules of Behavior and a User Agreement signature page and can be found at Multifamily Housing's EIV website at: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>.

Owners and management agents (O/As) of multifamily housing properties and Contract Administrators (CAs) under contract with HUD may apply for EIV Coordinator access authorization rights. Owners determine who will be EIV Coordinators. This may include management agents and other support staff. Authorized CA officials determine who on their staff will be EIV Coordinators. However, in both cases, in order to be an EIV Coordinator, as designated by the Owner or CA official, you must have a Coordinator role in WASS (See **Section III. Obtaining EIV Coordinator Role for Contract(s) or Property(ies)**)

If you are applying as an EIV Coordinator, and you are operating a multifamily housing property, the property Owner must send the *Coordinator Access Authorization Form* that is completed and signed by you (the EIV Coordinator Applicant) and signed by the Owner to the HQ Multifamily EIV Team for assignment of EIV Coordinator access authorization rights. If you are applying as an EIV Coordinator, and you are a Contract Administrator, the Authorized CA official must send the *Coordinator Access Authorization Form* that is completed and signed by you (the EIV Coordinator Applicant) and signed by the Authorized CA official to the HQ Multifamily EIV Team for assignment of EIV Coordinator access authorization rights.

EIV Coordinators determine who will be EIV Users. If you are applying as an EIV User, you (the EIV User Applicant) must complete the *User Access Authorization Form*, which must be signed by you (the EIV User Applicant) and the EIV Coordinator, who will assign you EIV User access authorization rights.

Both the *Coordinator Access Authorization Form* and the *User Access Authorization Form* must be maintained at the property and may be subject to review by HUD during an annual Management and Occupancy Review (MOR) or audit. However, if you are a CA EIV User, the form must be maintained in your office.

This document is divided into four sections and explains: **1)** how to access the EIV system, **2)** how to obtain a WASS ID, **3)** how to obtain EIV Coordinator role for contract(s) or a property, which includes how to go about getting EIV Coordinator access authorization rights, as well as how to set up EIV User roles for multifamily housing program users and **4)** how to obtain EIV User role for contract(s) or a property.

The following table identifies external EIV system users, ID types, and roles for each user type.

SYSTEM USERS	ID TYPES	ROLE
Coordinator	M-ID	Perform the User Certification function for certain Business Partner users under their jurisdiction.
		Perform the User Certification Report function for all the Business Partner users under their jurisdiction.
		Perform the User Maintenance function for all the Business Partner users under their jurisdiction.
		View the wage and benefit history and income discrepancy reports for the contracts and projects assigned in WASS (if the Coordinator is also a user).
User	C-ID; M-ID	View the wage and benefit history and income discrepancy reports for the contracts and projects assigned in WASS.

Section II. Obtaining A Web Access Subsystem (WASS) User ID

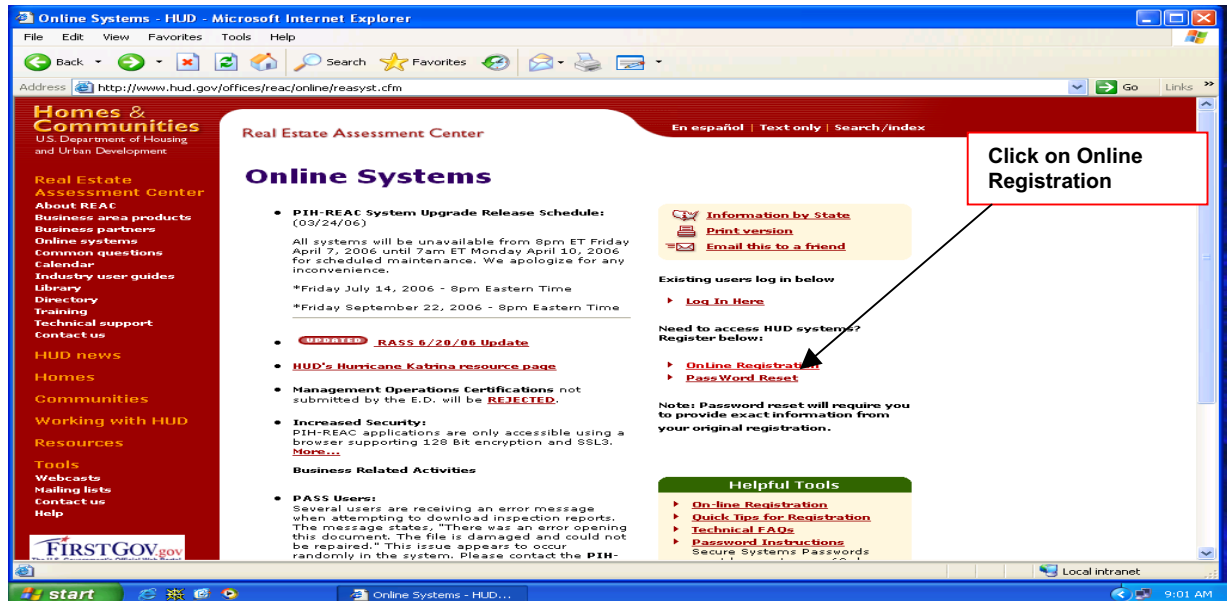
If you are not registered in WASS, you need to go through that process before you can apply for access to the EIV system. If you are applying as an EIV Coordinator, pay particular attention to **Section III. Obtaining EIV Coordinator Role for Contract(s) or Property(ies)** of this document.

Users who lack HUD WASS IDs or WASS Users Who Need WASS Coordinator Rights

If you lack a WASS ID, or if you have a WASS User ID, but need to register for a WASS Coordinator role (see **Section III. Obtaining EIV Coordinator Role for Contract(s) or Property(ies)**), follow these instructions:

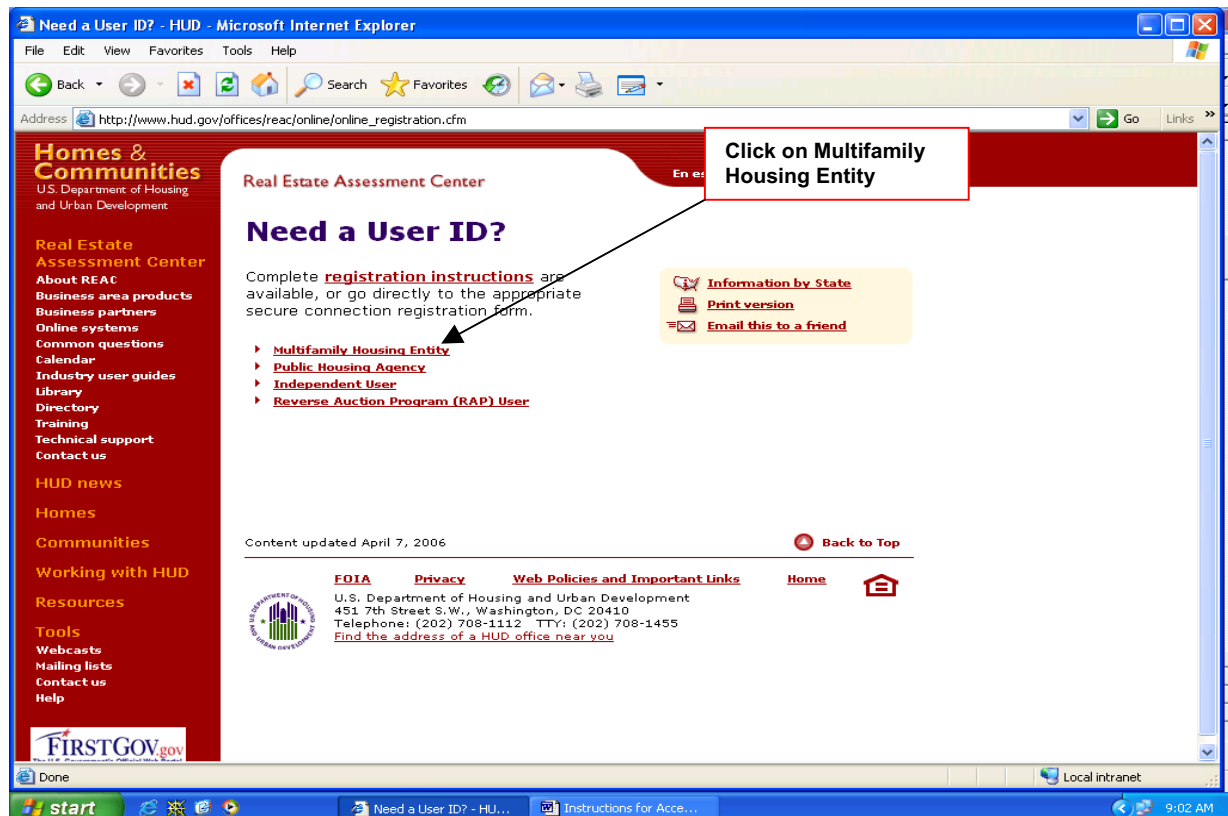
Step 1: Go to: <http://www.hud.gov/offices/reac/online/reasyst.cfm>

Step 2: Under “Need access to HUD systems? Register below:”, click on “Online Registration.”



Step 3: The results will bring you to the “Need A User ID?” page:
http://www.hud.gov/offices/reac/online/online_registration.cfm.

Step 4: Click on “Multifamily Housing Entity”



Step 5: This will bring you to the “Secure System Registration” page:
https://www11.hud.gov/public/wass/public/participant/partreg_page.jsp

Step 6: Complete the secure systems registration application.

Step 7: After filling in the application click on the “**Send Application**” button. The request for WASS Coordinator or WASS User status will be processed in WASS and then will be sent to your organization for approval.

The screenshot shows the "Secure Systems Registration" page. On the left is a blue sidebar with the "Secure Systems" logo. The main content area has a blue header with the title "Secure Systems Registration". Below the header, the section "MULTIFAMILY Coordinator and User Registration" is displayed. It contains instructions for applying for a System Coordinator ID or a regular User ID. A warning about the misuse of federal information is present. The registration form includes fields for Application Type (Coordinator selected), First Name, Middle Initial, Last Name, Social Security Number, Organization Information, and a choice between Organization and Individual. It also has fields for E-mail Address, Password, and Re-enter Password for Verification. At the bottom, there is a field for Mother's Maiden Name and two buttons: "Send Application" and "Clear Fields". A red box with the text "Click on Send Application" and a black arrow points to the "Send Application" button. The footer indicates the content was updated on April 7, 2006.

Secure Systems

Secure Systems Registration

MULTIFAMILY Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: **Coordinator** ☒ **User** ☐

First Name:

Middle Initial:

Last Name:

Social Security Number:

Organization Information:

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.

• Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:

TIN/SSN:

Organization ☐ Individual ☐

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:

Re-enter Password for Verification:

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

Content updated April 7, 2006

Click on Send Application

If you need further guidance and information about applying for a WASS ID, contact the Real Estate Assessment Center (REAC) Technical Assistance Center (TAC) team at 1-888-245-4860.

Section III. Obtaining EIV Coordinator Role for Contract(s) or Property(ies)

A. How to gain EIV Coordinator access authorization

If you are applying to be an EIV Coordinator, you **MUST** be a WASS Coordinator. If you are not, you must go through that process **FIRST** before applying for EIV Coordinator access authorization rights. If you previously registered as an ordinary WASS user (any system), when you apply for a WASS Coordinator role, you will be given a new ID in place of the old one, and consequently will lose your WASS rights to other systems. You will have to re-acquire rights to the systems to which you had access. See instructions under **Section II. Obtaining A Web Access Subsystem (WASS) User ID** of this document for acquiring WASS Coordinator rights.

Once you receive confirmation of your Coordinator role in WASS, you may apply for EIV Coordinator access authorization rights by completing the Coordinator Access Authorization Form, which must be signed by you (the EIV Coordinator Applicant) and the Owner, and submit a copy with the signatures to the HQs Multifamily EIV Team in PDF format or in a compressed picture format such as GIF or JPG by email at: Mf_Eiv@hud.gov or by fax at: (202)708-3104. Any questions can be directed to the HQs Multifamily EIV Team at (202)708-0120. (This is not a toll-free number.) The HQs Multifamily EIV Team has been temporarily set up to assign access authorization rights to EIV Coordinators. It is expected that the Multifamily Helpdesk will eventually assume the role of assigning and re-assigning access rights to EIV. Please check Multifamily Housing's EIV website at: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm> regularly for updated instructions, prior to submitting the forms.

The EIV Coordinator Access Authorization Form can be found at the new Enterprise Income Verification (EIV) System for Multifamily Housing Program Users web page at: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>. On the EIV System for Multifamily Housing Program Users web page, click on the link to the "Coordinator Access Authorization Form."

Once EIV Coordinator access authorization rights have been assigned, your new role as an EIV Coordinator will allow you to do any Coordinator action for those contracts or properties for which the owner of the property or contract has previously granted access to you. You will have roles, as specified in **Section I. Accessing the EIV System**.

B. How to set up EIV User role for MF Housing Program users

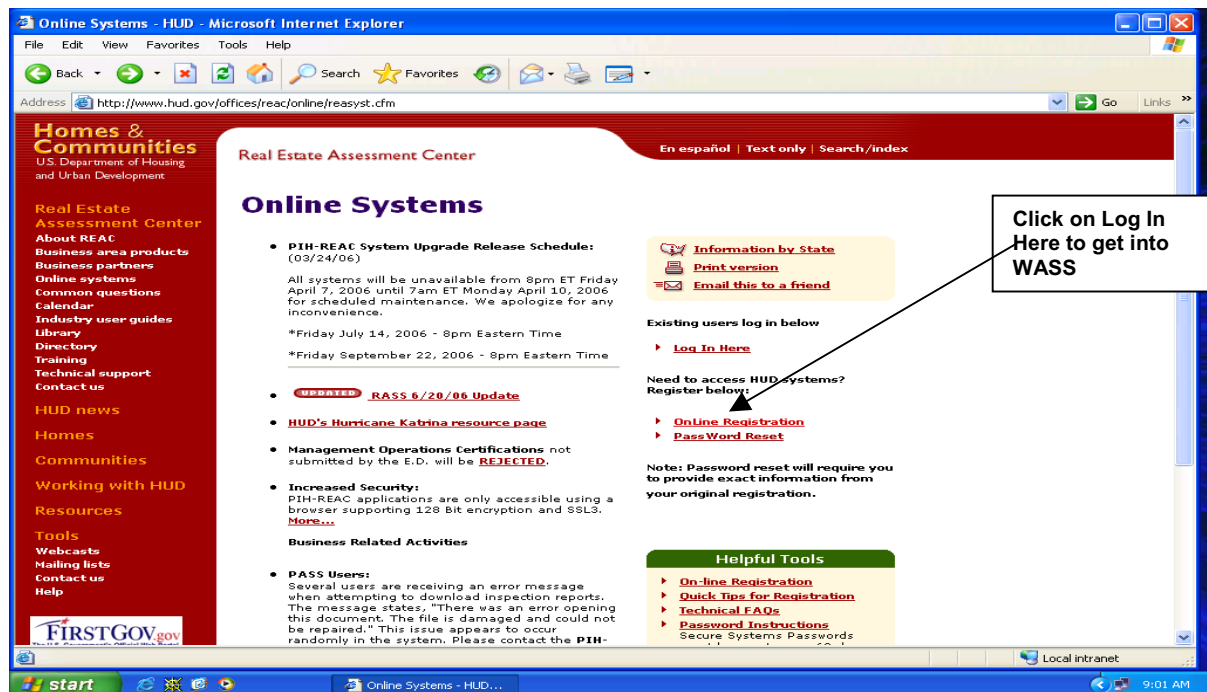
Before starting this process, you (the EIV Coordinator) should make sure that the applicant EIV User has read and understands the EIV Rules of Behavior that is part of the EIV User Access Authorization Form. The copy of the form signed by the User and the Coordinator must be maintained onsite for review during an MOR or audit except if the User is a CA staff person, it must be maintained in the User's office.

Assigning EIV access authorization rights to MF housing program users is a two-part process. First, you must assign EIV User roles to the HUD Business Partner Multifamily Housing Program users; and second, you must perform the contract assignment to them. The assignment of EIV user roles and contract assignments are discussed below.

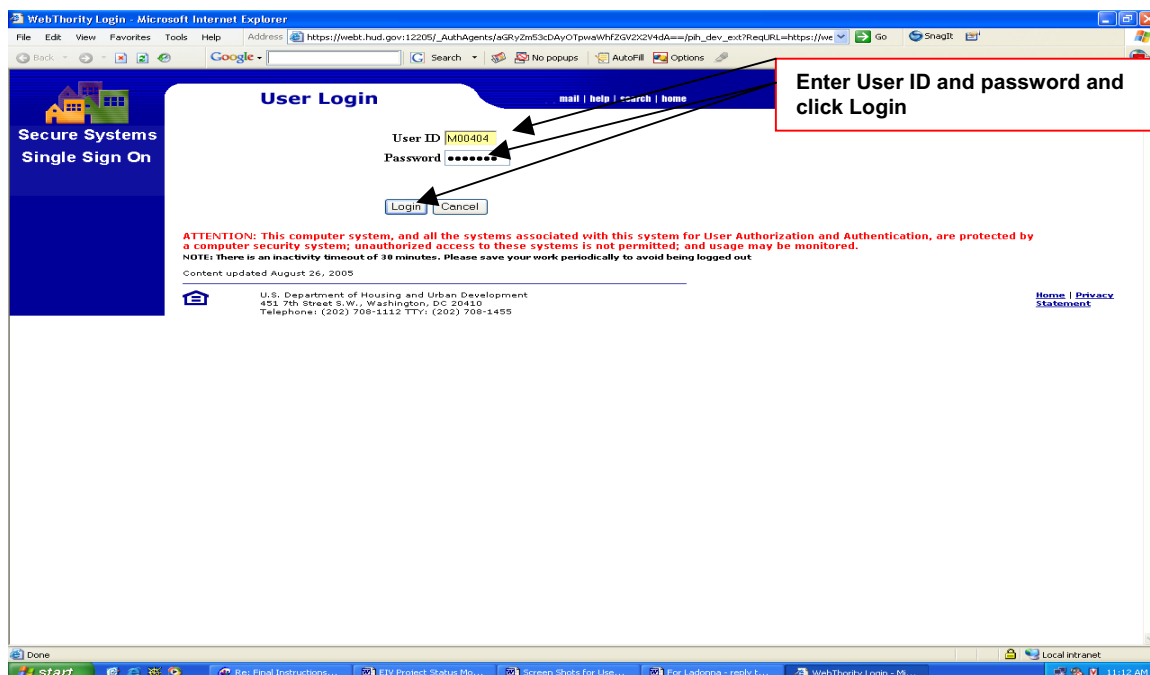
Part 1. Assign EIV User roles to the Users

Step 1: Log into WASS via HUD's Online Systems page at:
<http://www.hud.gov/offices/reac/online/reasyst.cfm>

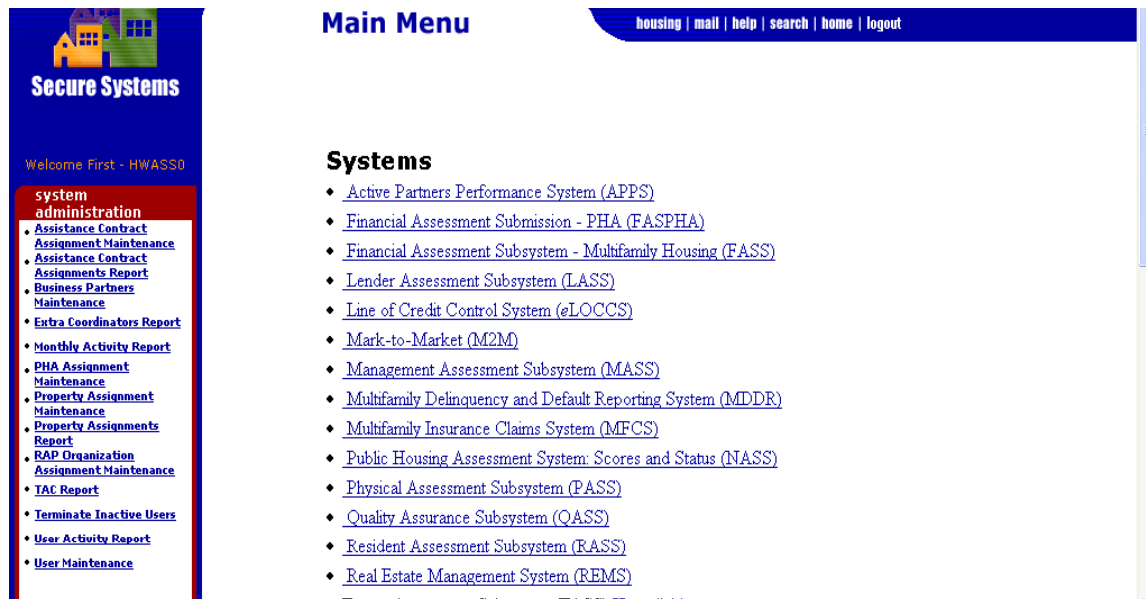
Step 2: Click on “Log In Here”



Step 3: Enter User ID and password and click “Login”



After logging into WASS, you (the EIV Coordinator) will come to the Main Menu screen.



Secure Systems

Welcome First - HWASS0

system administration

- [Assistance Contract Assignment Maintenance](#)
- [Assistance Contract Assignments Report](#)
- [Business Partners Maintenance](#)
- [Extra Coordinators Report](#)
- [Monthly Activity Report](#)
- [PHA Assignment Maintenance](#)
- [Property Assignment Maintenance](#)
- [Property Assignments Report](#)
- [RAP Organization Assignment Maintenance](#)
- [TAC Report](#)
- [Terminate Inactive Users](#)
- [User Activity Report](#)
- [User Maintenance](#)


Main Menu

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Systems

- [Active Partners Performance System \(APPS\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASS\)](#)
- [Lender Assessment Subsystem \(LASS\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Multifamily Insurance Claims System \(MFCS\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Real Estate Management System \(REMS\)](#)

Step 4: On the navigation panel to the left, under System Administration, click on “**User Maintenance.**”



Secure Systems

Welcome First - HWASS0

system administration

- [Assistance Contract Assignment Maintenance](#)
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- [User Activity Report](#)
- [User Maintenance](#)

Main Menu

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Systems

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- [Quality Assurance Subsystem \(QASS\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Real Estate Management System \(REMS\)](#)

The results will bring you to the User Maintenance screen.

Step 5: Enter the User ID to Search for the User and Click on “Search for User”

System Administration mail | help | search | home | logout

Secure Systems

Welcome First - M00405

system administration

- Assistance Contracts Assignment Maintenance
- Business Partners Maintenance
- CRM Assignment Maintenance
- Declined Assignment Maintenance
- Disposal Change
- Property Assignment Maintenance
- User Maintenance

systems

- Active Partners Performance System (APPS)
- Enterprise Income Verification (EIV)
- Financial Assessment Subsystem - Self-Service Housing (FASIS)
- Use of Credit Control System (UCCS)
- Trade-to-Market (T2M)
- Real Estate Management System (REMS)
- Tenant Assessment Subsystem (TAS)

User Maintenance

On this form, you can either search for a User by User ID, or search for Users by entering your search criteria.

Search by User ID
To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID: M00405

Search for User

Search Users
To search for a User, enter a search criteria (optional) and then click the "Search Users" button.

First Name:

Last Name:

☐ Check here to limit search to Independent Users

Search Users Cancel

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Telephone: (202) 705-3332 TTY: (202) 755-1495

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The results will bring you to the Maintain User screen.

Step 6: Under Choose a Function, select the “Maintain User Profiles – Roles” function.

System Administration mail | help | search | home | logout

Secure Systems

Welcome First - M00405

system administration

- Assistance Contracts Assignment Maintenance
- Business Partners Maintenance
- CRM Assignment Maintenance
- Declined Assignment Maintenance
- Disposal Change
- Property Assignment Maintenance
- User Maintenance

systems

- Active Partners Performance System (APPS)
- Enterprise Income Verification (EIV)
- Financial Assessment Subsystem - Self-Service Housing (FASIS)
- Use of Credit Control System (UCCS)
- Trade-to-Market (T2M)
- Real Estate Management System (REMS)
- Tenant Assessment Subsystem (TAS)

Maintain User M00405

User Information

User ID	M00405
First Name	First - M00405
Middle Initial	
Last Name	Last - WAAS
User Status	Active
Coordinator	Yes
User Type	Business Partner

Choose a Function

- Assistance Contract Assignment Maintenance
- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Maintain User Profile - Actions
- Maintain User Profile - Groups
- Maintain User Profile - Roles**
- Participant Assignment Maintenance
- Property Assignment Maintenance
- View User Information

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Home | Privacy Statement

Step 7: Click “Submit.”

System Administration

Maintain User M00405

User Information

User ID	M00405
First Name	First - M00405
Middle Initial	
Last Name	Last - WASS
User Status	Active
Coordinator	Yes
User Type	Business Partner

Choose a Function

Maintain User Profile - Profile

Submit Cancel

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U.S. Department of Housing and Urban Development
450 17th Street N.W., Washington, D.C. 20450
Telephone: (202) 708-3332 TTY: (202) 728-3495

The results will bring you to the Assign/Unassign Roles for User screen.

Step 8: From the Assign/Unassign Roles for User screen, under EIV – Enterprise Income Verification, select **HSU – Non-HUD User** roles for the selected user and then click “Assign/Unassign Roles”.

System Administration

Assign/Unassign Roles for User M00405

User Information

User ID	M00405
First Name	First - M00405
Middle Initial	
Last Name	Last - WASS
User Status	Active
Coordinator	Yes
User Type	Business Partner

Please check/uncheck boxes to assign/unassign roles to the user.
Disabled roles cannot be unassigned until they are removed in the appropriate Assignment Maintenance screens.

APPS - Active Partners Performance System

☒ APP - APPS Update

☐ IRD - Industry Read Only

EIV - Enterprise Income Verification

☐ EIV - EIV Generic

☐ HCA - Contract Administrator

☐ HSC - Housing Coordinator

☒ HSU - Non-HUD User

FASUB - Financial Assessment Subsystem Submission

☒ CRC - CRA Certifier

☒ SUB - APPS Submitter

LOCCS - Line of Credit Control System

☒ ADM - Administration

☒ QRY - Query

☒ REQ - Requisition

☒ YES - Year End Settlement

M2M - Mark-to-Market

Assign/Unassign Roles Cancel

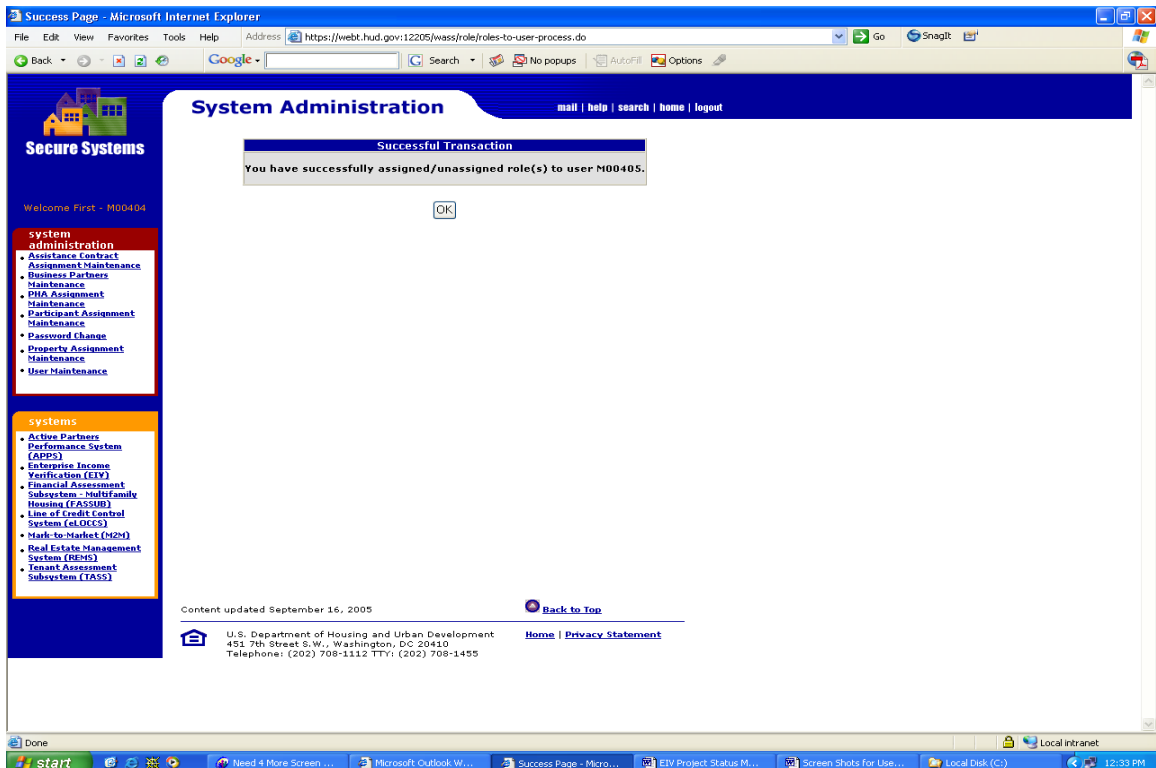
Select HSU-Non-HUD User role in WASS for MF Housing Programs Users and click Assign/Unassign Roles

The resulting page will provide the Assign/Unassign Confirmation of User action performed from the previous screen.

Step 9: Click “Confirm”



The resulting screen will show successful assignment/unassignment role(s) to user.



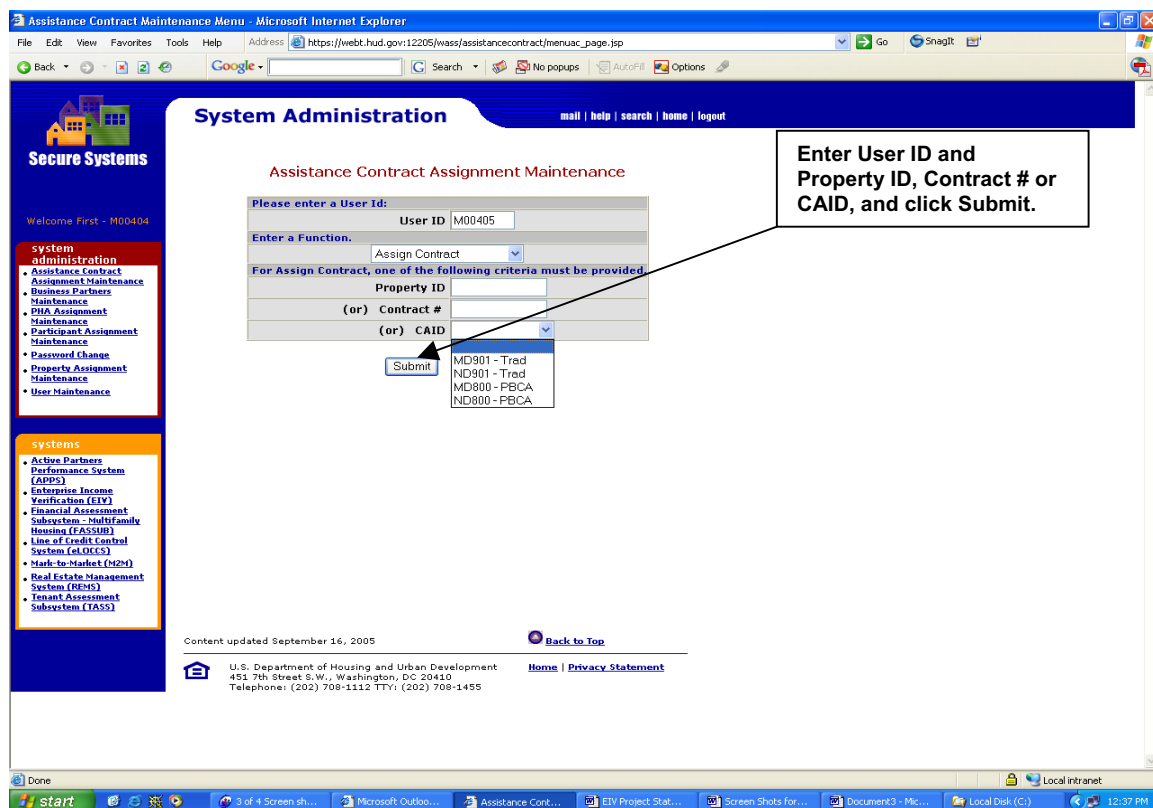
Part 2. Perform the Contract Assignment to EIV Users

Step 1: On the navigation panel to the left, click on “Assistance Contract Assignment Maintenance.”



This will bring you to the Assistance Contract Assignment Maintenance screen.

Step 2: Enter the User ID and select from Property ID (or) Contract ID or CAID to which the user needs to get the assignments and click on “Submit” button.



The results will bring you to the Assign Contract screen.

Step 3: Select the **Roles** that are assigned to the user and the **Contracts** from the list provided and click **“Submit”**. EIV Coordinators must assign to the EIV User Applicant only those contracts listed on the *User Access Authorization Form*, under **Part I. Access Authorization, D. Portfolio**. To assign the entire list, highlight the first property and hold down the shift key while scrolling down to the bottom. To assign some of the properties in a list, hold down the Ctrl key while clicking on each property.

System Administration mail | help | search | home | logout

Assign Contract

- A Pre-RFP Role can be assigned only to a Pre-RFP Contract
- A Post-RFP Role can be assigned only to a Post-RFP Contract
- A Role marked as "Both" can be assigned to either a Pre-RFP or a Post-RFP Contract

Assign contract(s) to User(M00405)

Select a role for contract assignment

Code	Description (Pre/Post/Both)
HSU	Non-HUD User (Both)

Select contract(s) to assign

Contract Number	Property Name	(Pre/Post)
MD060024003	ALICE ANNE TOWNHOUSES	(Pre)
MD060027001	HOMES AT BERLIN	(Pre)
MD060030001	TURNER'S STATION	(Pre)
MD060033008	WINDSOR GARDENS	(Pre)
MD060022001	HANDOVER SQUARE	(Pre)
MD060023018	SUNSHINE VILLAGE APARTMENTS	(Pre)
MD06A001003	BARCLAY GREENMOUNT	(Pre)
MD06A001004	POPPLETON COOPERATIVE	(Pre)
MD06H020001	FREDERICK BEHAR	(Pre)

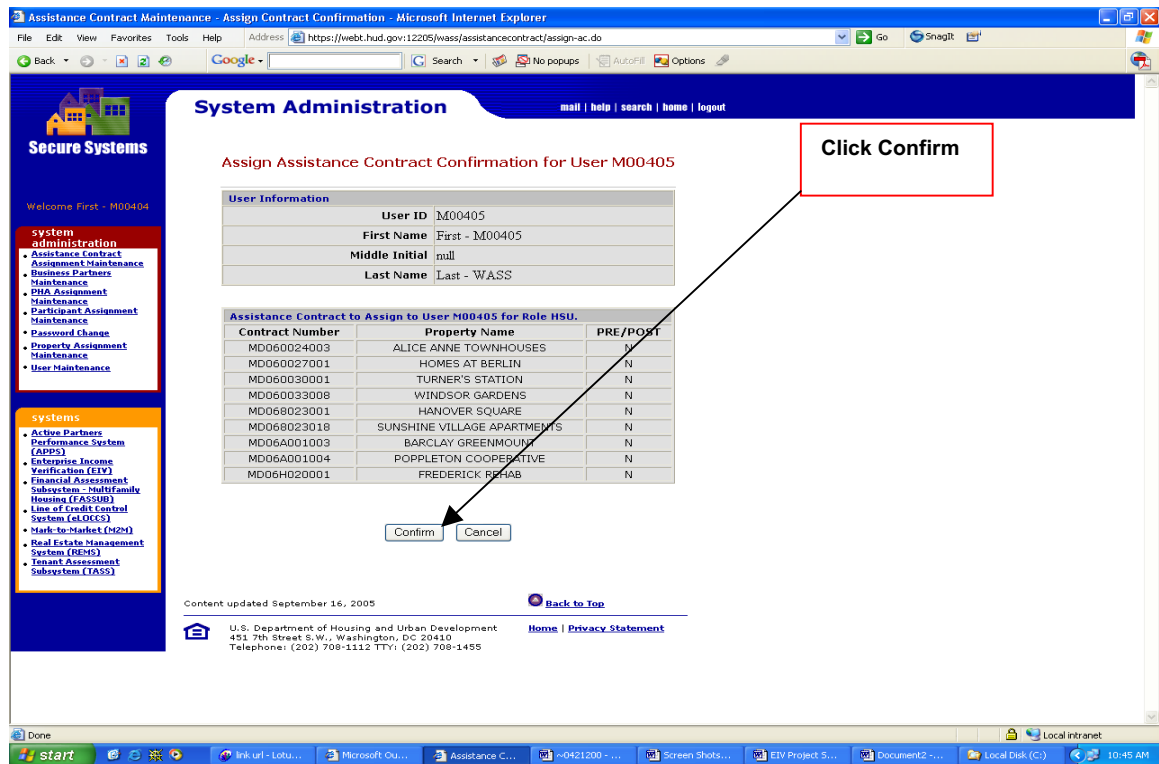
Submit **Cancel**

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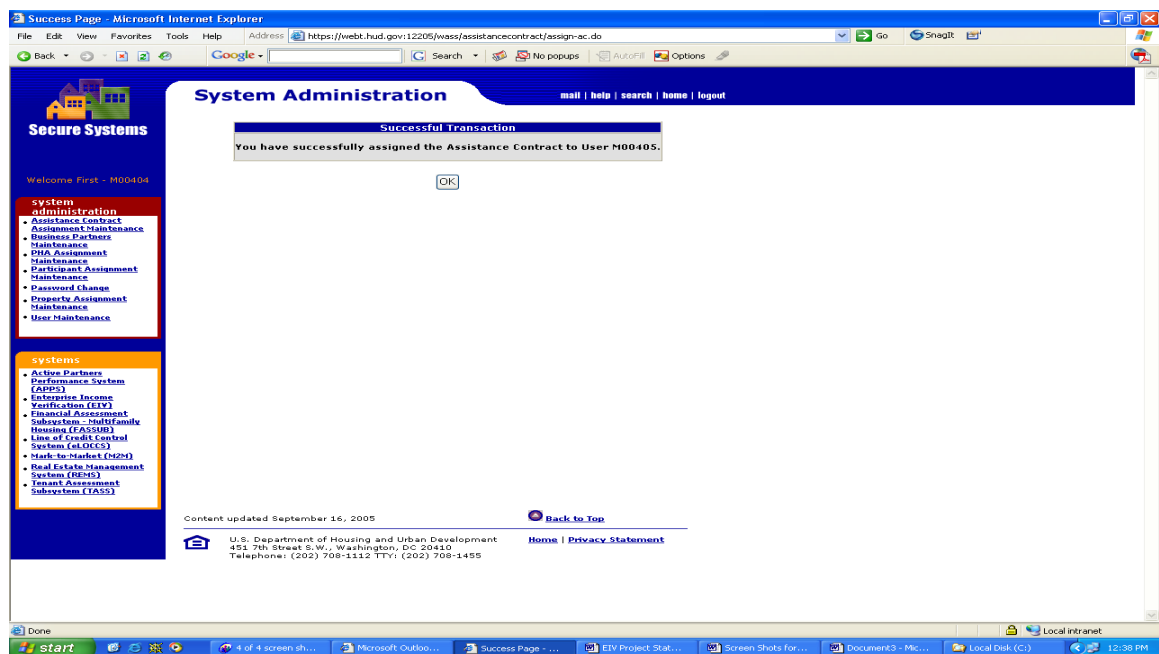
U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455 [Home](#) | [Privacy Statement](#)

The results will bring you to the Assign Assistance Contract Confirmation screen. The confirmation of the assignment is displayed in the resulting screen, as shown below, and describes the Contracts information to which the user with the specified role has been assigned in WASS for EIV.

Step 4: Click “Confirm”



The resulting screen will show successful assignment of assistance contracts to user.



Section IV. Obtaining EIV User Role for Contract(s) or Property

To get **EIV User** access, you (the EIV User applicant) must complete the User Access Authorization Form, which must be signed by you (the EIV User applicant) and the EIV Coordinator, who may be the owner, the management agent or the Contract Administrator, who will assign EIV User access to you. All EIV User Access Authorization forms must be properly maintained on-site and may be subject to audit at any time.

The EIV Users Access Authorization form can be found at the Enterprise Income Verification (EIV) System for Multifamily Housing Program Users website at: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm> On the EIV System for Multifamily Housing Program Users web page, click on the link to the “User Access Authorization Form.”

EIV Users will be able to view the wage and benefit history and income discrepancy reports for the contract and projects assigned in WASS, as specified in **Section I. Accessing the EIV System.**



Enterprise Income Verification (EIV) System

Coordinator Access Authorization Form

(Please Print or Type)

Date of Request:

PART I. ACCESS AUTHORIZATION

** All required information must be provided in order to be granted EIV access authorization rights.*

A. Authorized User Details	
Name (last, first, and middle initial):	WASS User ID (H-ID, C-ID, M-ID):
Position Title:	Phone Number:
Email Address:	Fax Number:
Type of work which involves use of upfront income verification (UIV) data that is contained in the EIV system:	

B. Site Location <i>(Complete that which applies to you)</i>		
HUD FO Name (For PIH ONLY):	FO Code:	Address:
HUB/Program Center Name (For PIH Only):	Region/Office Code:	Address:
TARC (For PIH Only):	Region/Office Code:	Address:
PHA Name:	PHA Code:	Address:
HUD Contractor Name/Firm:	Contract Number:	Address:
Company Name of Contract Administrator:	CA ID:	Address:

B. Site Location <i>(Complete that which applies to you)</i>	
Name of Owner Multifamily Housing Property:	Address:

C. Type of Action Requested <i>(check that which applies. Access is granted for no more than one year before recertification is required.)</i>		
<input type="checkbox"/> Add/Recertify Access	<input type="checkbox"/> Terminate Access	<input type="checkbox"/> Modify Access
Expiration date of current access:		

D. Portfolio	
<i>Specify the project numbers and/or contract numbers to which access will be limited. Continue list on a separate sheet, if necessary, or put "All"</i>	
Project Number	Contract Number
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)

PART II. RULES OF BEHAVIOR

A. Introduction

The U.S. Department of Housing and Urban Development (HUD) is actively involved in implementing and maintaining Departmental policies and procedures to keep its Systems secure from unauthorized access and inappropriate use. In compliance with various security-related Federal laws and regulations, HUD created these Rules of Behavior for the EIV system. This document was created to ensure that EIV system users comply with HUD security policies. In addition, this document ensures that system accounts remain secure and are used in the appropriate manner.

HUD may grant limited system access to Coordinators who have a need to utilize the HUD information resources. These include: HUD employees, HUD contractors, public housing agencies (PHAs), private owner and management agent (O/A) staff, and contract administrators (CAs). EIV resources are for official use only. As a condition of receiving access, you are required to understand and abide by the HUD and EIV system security policies and procedures. The purpose of these policies and procedures is to safeguard HUD's valuable information resources.

All EIV Coordinators must adhere to the Rules of Behavior outlined in this document. The rules clearly delineate responsibilities of, and expectations for, all individuals with access to the EIV system. Non-compliance with these rules will be disciplined through sanctions commensurate with the level of infraction. This may include removal of system access for a specific period of time or termination depending on the severity of the violation. See Section B for potential civil and criminal penalties.

B. Responsibilities

HUD as the System Owner is responsible for ensuring that an adequate level of protection is afforded to the EIV system through an appropriate implementation of technical, operational, and managerial security controls.

EIV system Coordinators are responsible for the protection of passwords, information, equipment, systems, networks, and communication pathways to which they have access. All HUD computer resources including hardware, software, programs, files, paper reports, and data are the sole property of HUD.

C. Other Policies and Procedures

The Rules of Behavior do not replace existing HUD policies, rather they are intended to enhance and further define the specific rules each user must follow while accessing the EIV system. The rules are consistent with the policy and procedures described in the following security documents:

HUD Security Program Policy. The policy, HUD Handbook 2400.25, Rev. 1 dated May 2005, prescribes responsibilities, practices, and conditions that directly or indirectly promote security in the development, operation, maintenance, and support of all HUD IT resources.

D. Application Rules

The Web Access Security System (WASS) user identification (User ID) and password issued to you are to be used solely in connection with the performance of your responsibilities in support of HUD's mission and may not be used for personal or private gain. You agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your User ID. Furthermore, you agree that you will not provide this confidential User ID/password to another user during employment and upon leaving the Department. Additional rules of the EIV system are as follows:

System Access (on-site only) – Users are required to use only approved HUD software, software settings, and comply with vendor software license agreements. Users are allowed to access the system only using the mechanisms specified by HUD.

Unofficial use of government information – Coordinators must be aware that personal use of information resources is prohibited. EIV data is personal information covered by the Privacy Act and penalties apply to the misuse of that data.

Information protection – Users must avoid leaving system output records or reports unattended or unsecured. Coordinators should lock the computer or log-out of the system when leaving work areas unattended. Users shall not violate Public Law 93-579, Privacy Act of 1974, which requires confidentiality of personal data contained in government and contractor data files. Coordinators should back up their data, test the data backups, and securely store the data in accordance with HUD policy.

Use of passwords – User passwords and User IDs are for your individual use only and are confidential HUD information. Coordinators are required to change passwords every 30 days.

System privileges – Coordinators are given access to the system based on a need to perform specific work. Users shall only access the information for which they are authorized.

Individual accountability – Coordinators shall be held accountable for their actions while accessing the system. Be aware that all computer resources are monitored and audited.

Incident Response – Coordinators should contact their supervisor and the HUD Security Officer immediately regarding any suspected violation or breach of system security.

PART III. USER AGREEMENT

I have read the above policy regarding system security awareness and practices when accessing HUD's information technology resources. I understand the policies and procedures as set forth above, and I agree to comply with these requirements as a condition of being granted limited access to the EIV system and its data.

As an authorized user of the EIV system, I understand the information obtained may only be used for official HUD business. I understand that authorized HUD employees and contractors may access, disclose, inspect and use these data only within the scope of their official duties. HUD employees are held to the highest level of responsibility/accountability for the protection of HUD data. HUD contractor firms will be expected to apply similar standards to their employees. Anyone who abuses access privileges may be stripped of that and other access rights. Employees may be subject to personnel discipline consistent with applicable personnel rules. Contractor firms that do not assure that the Rules of Behavior are observed may be subject to remedies under the terms of their contract. I also understand that willful disclosure or inspection or disclosure of EIV data can result in civil and criminal penalties. The penalties are as follows:

- **Unauthorized disclosure** can result in a felony conviction and a fine of up to \$5,000 and/or imprisonment up to five (5) years, as well as civil penalties.
- **Unauthorized inspection** of EIV data can result in a misdemeanor penalty of up to \$1,000 and/or one (1)-year imprisonment, as well as civil damages.

I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.

I understand and agree to follow all HUD standards, policies and procedures.

EIV Coordinator's Name
(Signature)

EIV Coordinator's Name
(Print)

Date

I authorize the above individual to represent me as a Coordinator with the scope as shown on the preceding pages. I understand that I am responsible for modifying or revoking that right as needed and that the right will expire within one year after it has been granted unless I recertify as to the continued need for the right.

PHA Manager
(Signature)

PHA Manager
(Print)

Date

Property Owner
(Signature)

Property Owner
(Print)

Date

Authorized CA Official
(Signature)

Authorized CA Official
(Print)

Date

TO BE COMPLETED BY THE HUD EIV USER ADMINISTRATOR

I, as User Administrator, authorize the above person to have access to the EIV system, as indicated by my signature below.

Signature

Date

Location of User Administrator (*check that which applies*):

<input type="checkbox"/> PIH EIV Helpdesk Contact Number:	<input type="checkbox"/> Multifamily EIV Helpdesk Contact Number:	<input type="checkbox"/> HQ User Administrator Contact Number:	<input type="checkbox"/> FO User Administrator (for PIH only) Contact Number:
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**ALL COORDINATOR ACCESS FORMS MUST BE PROPERLY MAINTAINED ON-SITE
AND MAY BE SUBJECT TO AUDIT AT ANYTIME.**



Enterprise Income Verification (EIV) System

User Access Authorization Form

(Please Print or Type)

Date of Request:

PART I. ACCESS AUTHORIZATION

** All required information must be provided in order to be granted EIV access authorization rights.*

A. Authorized User Details	
Name (last, first, and middle initial):	WASS User ID (H-ID, C-ID, M-ID):
Position Title:	Phone Number:
Email Address:	Fax Number:
Type of work which involves use of upfront income verification (UIV) data that is contained in the EIV system: 	

B. Access Level (<i>Complete that which applies to you</i>)		
HUD Headquarters Organization (e.g., PIH, Housing, CPD, REAC):	Program Office:	Address:
HUD FO Name:	FO Code:	Address:
HUB/Program Center Name:	Correspondence Code:	Address:
PHA Name:	PHA Code:	Address:
HUD Contractor Name/Firm:	Contract Number:	Address:
Company Name of Contract Administrator:	Address:	
Company Name of Management Agent:	Address:	

B. Access Level <i>(Complete that which applies to you)</i>	
Name of Owner Multifamily Housing Property:	Address:
Office of Inspector General (OIG)	Address:

C. Type of Action Requested <i>(check that which applies).</i> Access is granted for no more than one year before recertification is required.		
<input type="checkbox"/> Add/Recertify Access	<input type="checkbox"/> Terminate Access	<input type="checkbox"/> Modify Access

D. User Access Role <i>(check all that apply)</i>	
INTERNAL USERS	EXTERNAL USERS
<input type="checkbox"/> OIG Staff	<input type="checkbox"/> PHA Occupancy – Public Housing
<input type="checkbox"/> HUD Headquarters Staff	<input type="checkbox"/> PHA Occupancy – Section 8 voucher
<input type="checkbox"/> HUD Headquarters Occupancy Specialist	<input type="checkbox"/> PHA Security Administrator
<input type="checkbox"/> HUB/Program Center Staff	<input type="checkbox"/> Multifamily Housing Occupancy Specialist
<input type="checkbox"/> Field Office Occupancy Specialist	
<input type="checkbox"/> Field Office User Administrator	
<input type="checkbox"/> Field Office Security Administrator	

E. Portfolio	
<i>Specify the project numbers and/or contract numbers to which access will be limited. Continue list on a separate sheet, if necessary</i>	
Project Number	Contract Number
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Use of passwords – User passwords and User IDs are for your individual use only and are confidential HUD information. Users are required to change passwords every 30 days. Users are encouraged to avoid creating passwords that can be easily associated with.

System privileges – Users are given access to the system based on a need to perform specific work. Users shall only access the information for which they are authorized.

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I understand and agree to follow all HUD standards, policies and procedures.

EIV System User's Name
(Signature)

EIV System User's Name
(Print)

Date

TO BE COMPLETED BY THE EIV COORDINATOR

I, as an EIV Coordinator, authorize the above person to have access to the EIV system, as indicated by my signature below.

Access Level	Title	Name (print)	Name (Signature)	Date
HUD HQs Organization:				
FO Name:				
HUB/Program Center Name:				
PHA Name:				
Contract Administrator:				
Management Agent:				
Owner of Multifamily Housing Property:				

ALL USER ACCESS FORMS MUST BE PROPERLY MAINTAINED ON-SITE AND MAY BE SUBJECT TO AUDIT AT ANYTIME.